

# 2016 Kentucky Small Business Advocate of the Year

## **Who is eligible to be nominated?**

This award will be presented to an individual or organization that assists entrepreneurs through advocacy and other efforts that raise the profile, effectiveness, health, vitality, growth, or expansion of small businesses in the SBA's Kentucky District Office. These efforts can target specific segments of the small business population, such as women, veterans, minorities, exporters, small firms located in rural communities, etc.

Nominees must also be residents of and employed in Kentucky and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

## **What are the evaluation/selection criteria for the Kentucky Small Business Advocate of the Year?**

In evaluating the nomination packages, the judges will look at the following criteria:

1. Demonstrated accomplishments over the last three years to supporting the growth and expansion of small businesses (as measured by job creation or retention, service to underserved markets, number of loans to small businesses, number of businesses started or expanded, number of clients served, access to business opportunities, etc.).
2. Advocacy of the small business community as a whole and not solely for individual personal advancement.
3. Efforts to increase business opportunities for small companies.
4. Innovation in advocacy strategies with measurable benefits to small businesses in Kentucky.
5. Longevity and success of sustained commitment to small businesses and entrepreneurship.
6. Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests.

## **Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in Kentucky, including, but not limited to, trade and professional associations and business organizations, may submit nominations. Individuals may not be nominated for more than one 2016 Small Business Week award category.

## **What information must the nomination package contain?**

Nominations must be typewritten on one side of 8½" x 11" white stationery, collated and secured in a 1½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A 2016 Kentucky Local Small Business Week Nomination Form. **Note:** Financial information is not required on this form for Kentucky Advocacy Awards.

2. A completed background form ([SBA Form 3300](#), Award Nomination Form), which is available through the SBA online nominations portal, <http://awards.sba.gov>, and SBA district offices. For “team” nominations, a background form is required for each team member, up to four key members of the management team.
3. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages. The nominator’s name, title, place of business, business address, telephone number and e-mail address must be included. The nominator is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic.
4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
5. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable. For “team” nominations, a photo is required for each team member.
6. Four to five additional photos of the nominee’s company and, if applicable, employees at work.

**What is the deadline for nominations?**

All nominations must be postmarked/hand delivered to the SBA Kentucky District Office address listed below **no later than 3:00 p.m. ET, January 11, 2016**. Please contact Michael Ashcraft by email at [michael.ashcraft@sba.gov](mailto:michael.ashcraft@sba.gov) or call (502) 582-5971, extension 225, regarding questions about the Kentucky District Office awards.

SBA Kentucky District Office  
Attn: Small Business Week Awards Committee  
600 Dr. M.L. King, Jr. Place, Room 188  
Louisville, KY 40202